

TECHNOLOGY IN A LECTURE HALL



(Click on link to navigate)

Typically, a lecture hall is a learning space that seats 30 or more students. The technology in a lecture hall consists of:

- **CLASSROOM PC** to research, create, interact with and playback images, video, audio and data.
- One large or two regular **LCD PROJECTOR(s)** to project the image from the **Classroom PC**, **DVD/VHS Player**, **Document Camera** and/or a **laptop or other mobile device**.
- **CRESTRON TOUCH PANEL** to operate the **LCD Projector**, select a media source, **CONTROL OVERALL VOLUME**, as well as, to **CONNECT A LAPTOP OR OTHER MOBILE DEVICE** to the **LCD Projector**.
- **DVD/VHS PLAYER** to playback videos on DVD and VHS formats.
- **DOCUMENT CAMERA** to project transparencies and solid objects through the **LCD Projector**.
- Wall mounted speakers or a house PA system.
- **SMART SYMPODIUM** to digitally annotate lecture notes and PowerPoint presentations on the **Classroom PC**.

For technical assistance or to schedule one-on-one training for these and other classroom technologies, please contact IT / Media Services.

Warwick (**Knight**) Campus: **825-2231**
Providence (**Liston**) Campus: **455-6111**

Lincoln (**Flanagan**) Campus: **333-7081**
Newport County Campus: **851-1708**

To reserve equipment, [click here](#) to submit an online form or call 455-6111.

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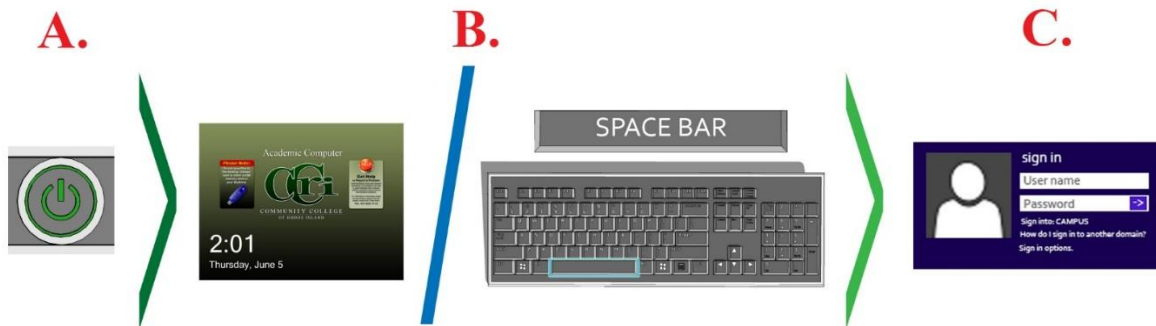
ABOUT THE CLASSROOM PC



The **Classroom PC** can be used to present images, presentations, data and videos to the classroom, along with the use of the classroom **LCD Projector** and **Speaker**. Currently, **Windows 8** is the operating system that is being used. For more detailed information about the **Windows 8** operating system, [click here](#).

Instructors who need special software to be installed on a classroom computer or are having problems with hardware/software should notify the Service Desk at 825-1112 or itsd@ccri.edu.

POWER ON and SIGN ON



To **power on** the classroom computer:

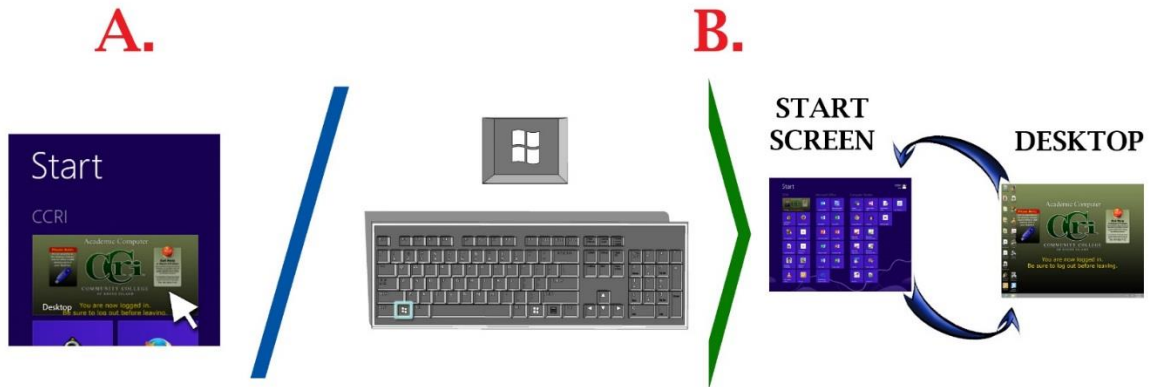
- A. Press the **power** button on the front of the computer.

To **sign on** to the classroom computer:

- B. After the computer **powers on**, a **welcome screen** appears. Press the **spacebar** to advance to the **sign on** screen.
- C. Enter your **username** and **password**. Then click **OK**. The **start screen** will appear

Accessing the DESKTOP

The **start screen** is the Windows 8 version of the traditional start menu, where the computer's software applications can be found. For the user's convenience, many of the software application icons have been placed in folders onto the **Classroom PC's desktop**.



To access the **Classroom PC's desktop**:

- A. Click the **desktop "tile"** in the upper left corner of the **start screen**.
 - B. To toggle between the **desktop** and the **start screen**, press the "**windows**" key.
-

Devices with Removable Storage



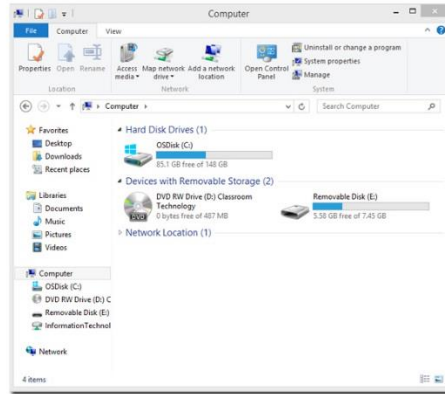
First:

- To access media and data files on a **DVD** or a **CD**, insert (1.A) the **DVD** or **CD** into (1.B) the **disc tray**.
- To access media and data files on an **USB flash drive**, insert (2.A) the **USB flash drive** into the (2.B) **USB Port**.

A.



B.



Second:

- A. Click on the **file explorer** icon on the **desktop's task bar**. The **file explorer** window will appear.
- B. In the side menu click on **computer**. The window's appearance will change. Under the "**devices with movable storage**" section, the inserted item will appear.
 1. **To open a data file:** Double click on the item to open and access the files.
 2. **To play a video:** right click on the **DVD** or the **video file on the USB Flash Drive**. A menu will appear and select **Play with VLC Media Player**.

SIGN OUT

When finished using the classroom computer, you must either **sign out** or **shut down** the **Classroom PC**.

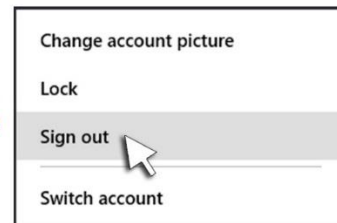
A.



B.



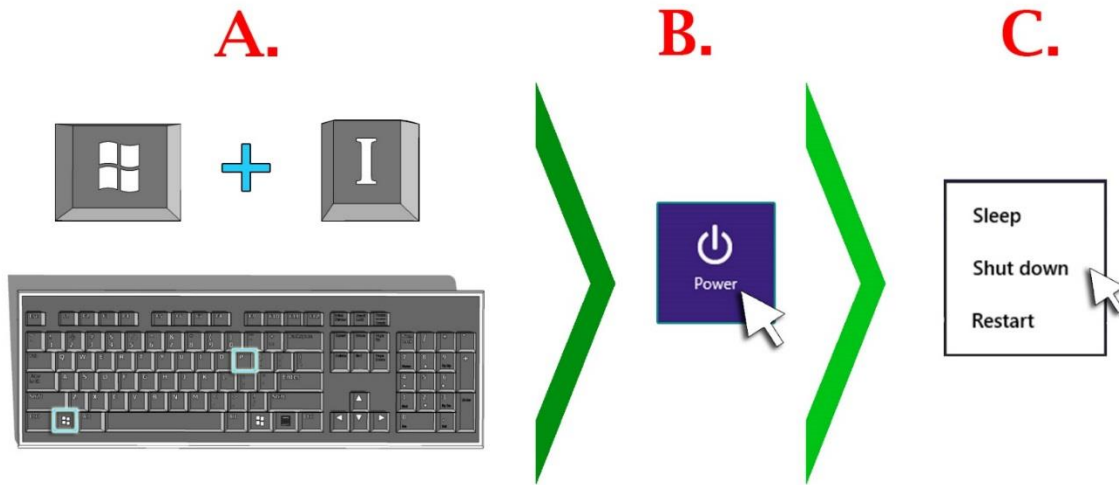
C.



To **sign out** of the **Classroom PC**:

- A. Press the "**windows**" key to enter the **start screen**.
- B. In the **upper right corner** of the **start screen**, click on your **username**. A menu will appear.
- C. Click the **sign out** option.

SHUT DOWN



To **shut down** the **Classroom PC**:

- A. Press the “**Windows**” and “**I**” keys to access the **setting’s menu**.
- B. Click on the **power** icon. A menu will appear.
- C. Click the “**shut down**” option.

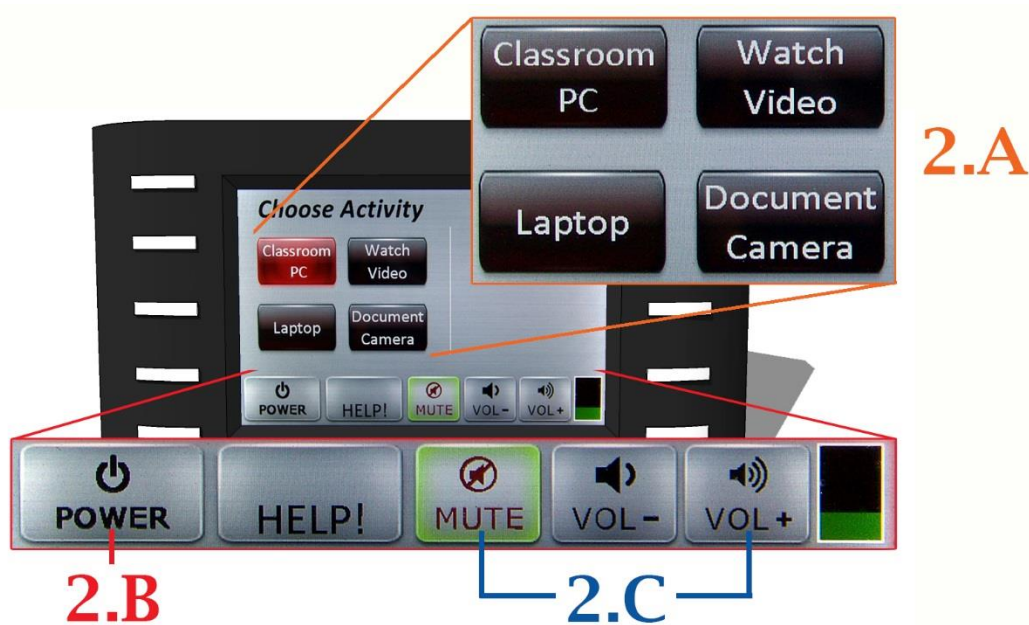


ABOUT THE CRESTRON TOUCH PANEL

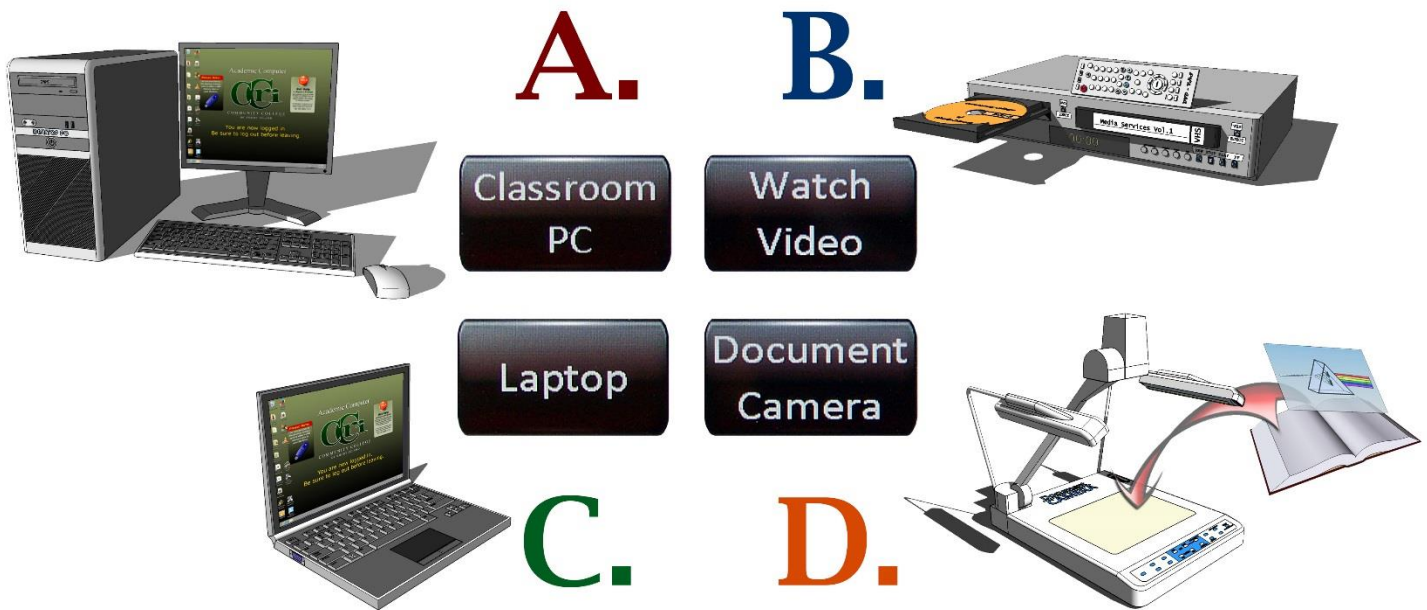
The **Crestron Touch Panel** is used to turn on/off **LCD PROJECTOR(s)** and select which device's audiovisual signal is to be broadcasted throughout the lecture hall. Certain devices can even be operated directly from the **Crestron Touch Panel** if the users chooses to do so.

To begin:

1. **Touch the touch screen** to begin. The Activity screen will appear.



2. The Activity screen is where:
 - a. A device can be selected. When a device is selected, the **LCD PROJECTOR(s)** will be turned on.
 - b. The system can be turned off.
 - c. The volume can be muted, decreased or increased.



Devices to choose from:

- A. Press **Classroom PC** to project the content from the CLASSROOM PC.
- B. Press **Watch Video** to project a video image from the DVD/VHS PLAYER.
- C. Press **Laptop** to project the content from a LAPTOP OR OTHER MOBILE DEVICE.
- D. Press **Document Camera** to project displayed subject from the DOCUMENT CAMERA.

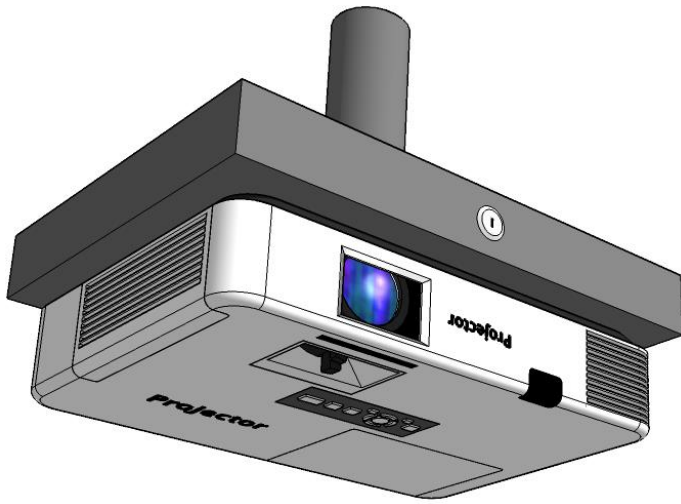
DVD-VHS PLAYER CONTROLS



DOCUMENT CAMERA CONTROLS



The DOCUMENT CAMERA and the DVD/VHS PLAYER have their own dedicated screens that allow the user the control the device from the **Crestron Touch Panel** if they choose to do so. When the device is selected, its associated screen will appear. To exit the device's screen and return to the Activity screen, press the **return** button in the top right corner of the screen.



OPERATING THE LCD PROJECTOR

~ VIA ~

CRESTRON TOUCH PANEL

The classroom **LCD Projector** can be used to project videos, images, graphics and data from the CLASSROOM PC, a LAPTOP AND OTHER MOBILE DEVICES, videos from the classroom DVD/VHS PLAYER and images from a DOCUMENT CAMERA.

In a lecture hall there may be one or two **LCD Projectors** to accommodate the layout of the room. The **LCD Projector** can be operated with the CRESTRON TOUCH PANEL.

CRESTRON TOUCH PANEL

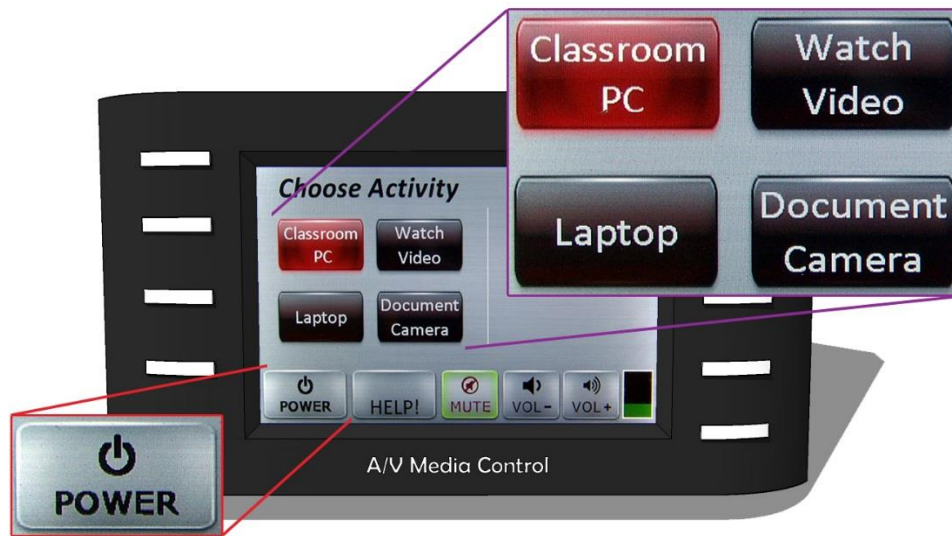
A.



B.



- A. To begin, **touch** the **touch panel's screen**. The activity screen will appear.
- B. To **turn on** the **LCD Projector(s)**, press the button for the device that you wish to use.
 - i. Be sure that the device is powered on/connected (if it is a mobile device); if not a message will appear stating to do so.



- Press **Classroom PC** to project the content from the **CLASSROOM PC**.
- Press **Watch Video** to project a video image from the **DVD/VHS PLAYER**.
- Press **Laptop** to project the content from a **LAPTOP OR OTHER MOBILE DEVICE**.
- Press **Document Camera** to project displayed subject from the **DOCUMENT CAMERA**.

To project an image from a different device other than the one initially selected, press the button for the device that you wish to use.

To **turn off** the LCD Projector(s), press the **Power** button. A message will appear asking you to confirm the command. Press 'Yes' to turn the system off. Press 'No' to return to the activity screen.

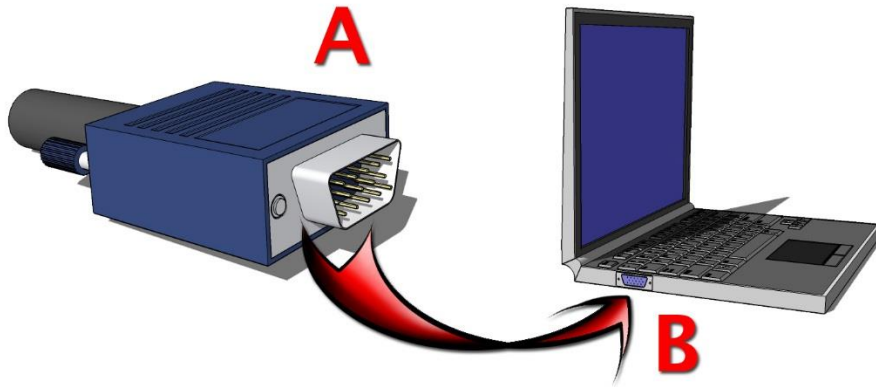
CONNECTING A LAPTOP OR OTHER MOBILE DEVICE

~ VIA ~

CRESTRON TOUCH PANEL

By connecting a laptop or other mobile device to the **Crestron Touch Panel**, images, graphics, video and data from that device can be displayed through the **LCD PROJECTOR**.

1. Turn on your laptop or other device.

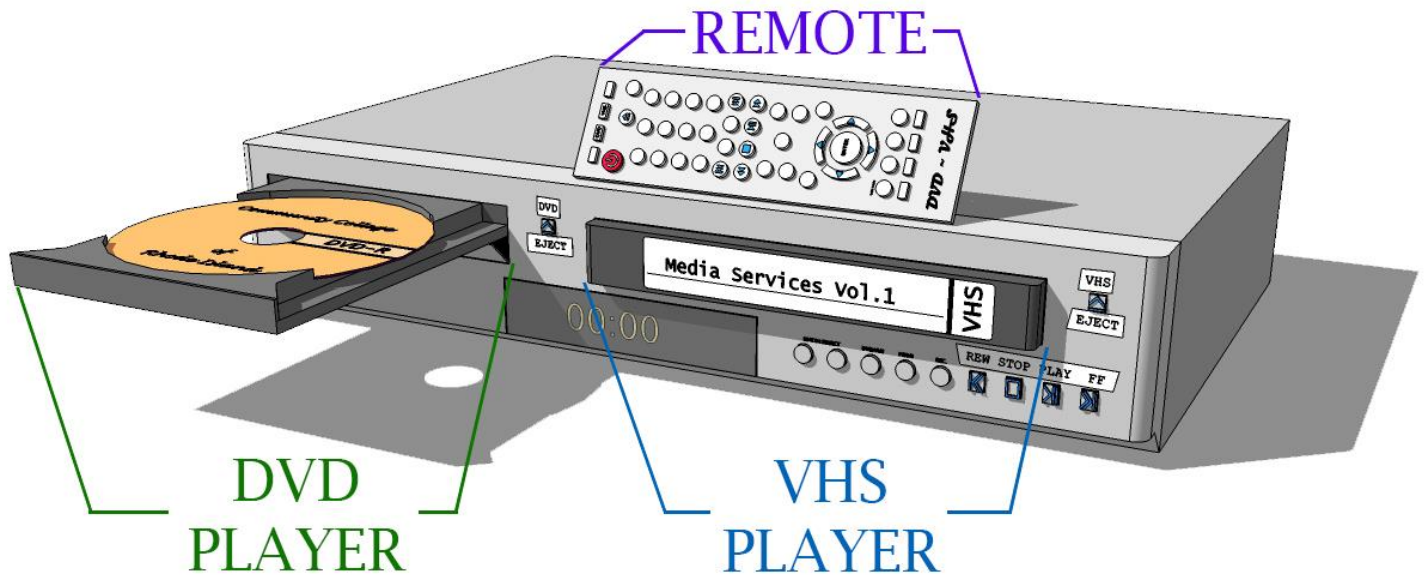


1. **Connect (A) the VGA cable** (located on the side of the desk) to **(B) the laptop or other mobile device's display port**. **** Note: Not all devices use a VGA as a display port connection. A VGA adaptor may be required. Consult the device's user manual and/or contact IT Media Services for assistance. ****

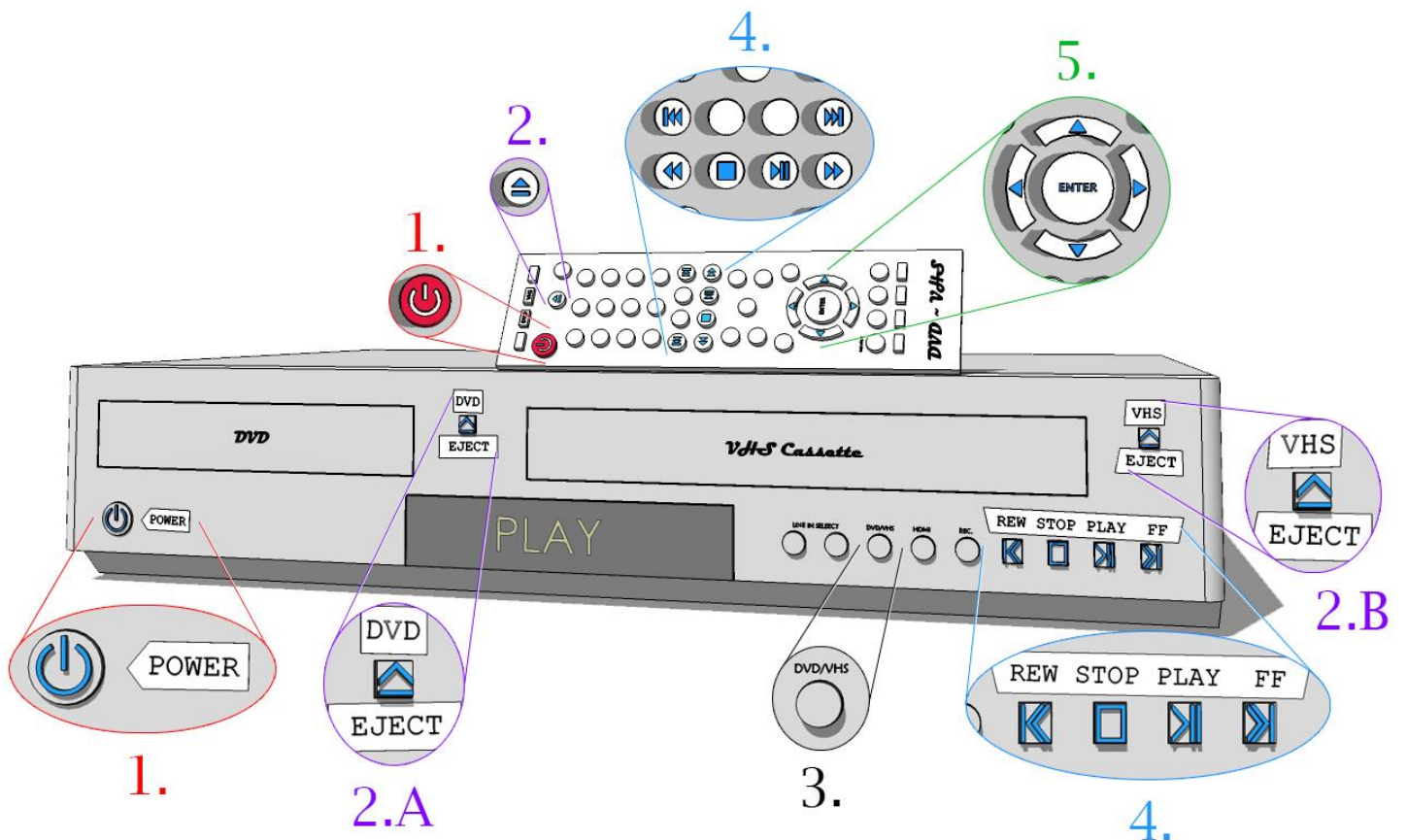


2. With the laptop or other device connected, press the **Laptop** button on the Crestron Touch Panel. The image from the laptop or other device will be projected through the lecture hall's **LCD PROJECTOR(s)**.

OPERATING THE DVD/VHS PLAYER



The **DVD/VHS Player** can be used to play videos from **VHS Cassette Tapes** and **DVDs** to be displayed through the **LCD PROJECTOR**.

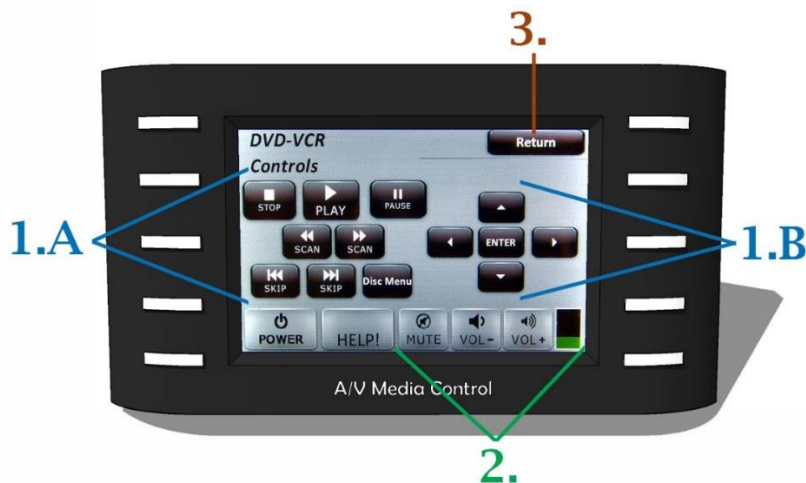


1. 1 Press the **power** button to **turn on/off** the DVD/VHS Player.
2. Press the **eject** button to **eject** the media from the device.
 - a. Press the **DVD eject** button to **open/close the DVD tray**.
 - b. Press the **VHS eject** button to eject the **VHS cassette tape**.
3. Press the **DVD/VHS** button to **toggle** between the **DVD** and **VHS** players.
4. To control the media, press the **play** button to **play/pause** playback, **rewind** to **reverse** playback, **fast forward** to quickly **advance** and **stop** to **end** the last action.
5. To interact with a DVD menu, using the remote, use the **arrow** buttons to **browse** and the **enter** button to **select**.

To have the video from the DVD/VHS PLAYER project through the LCD PROJECTOR(s), press the **watch video** button on the **Crestron Touch Panel**.



Once selected, the display will change and then the DVD/VHS PLAYER can be operated with the basic/necessary controls (*if you choose to do so*). From the DVD-VCR Controls screen:



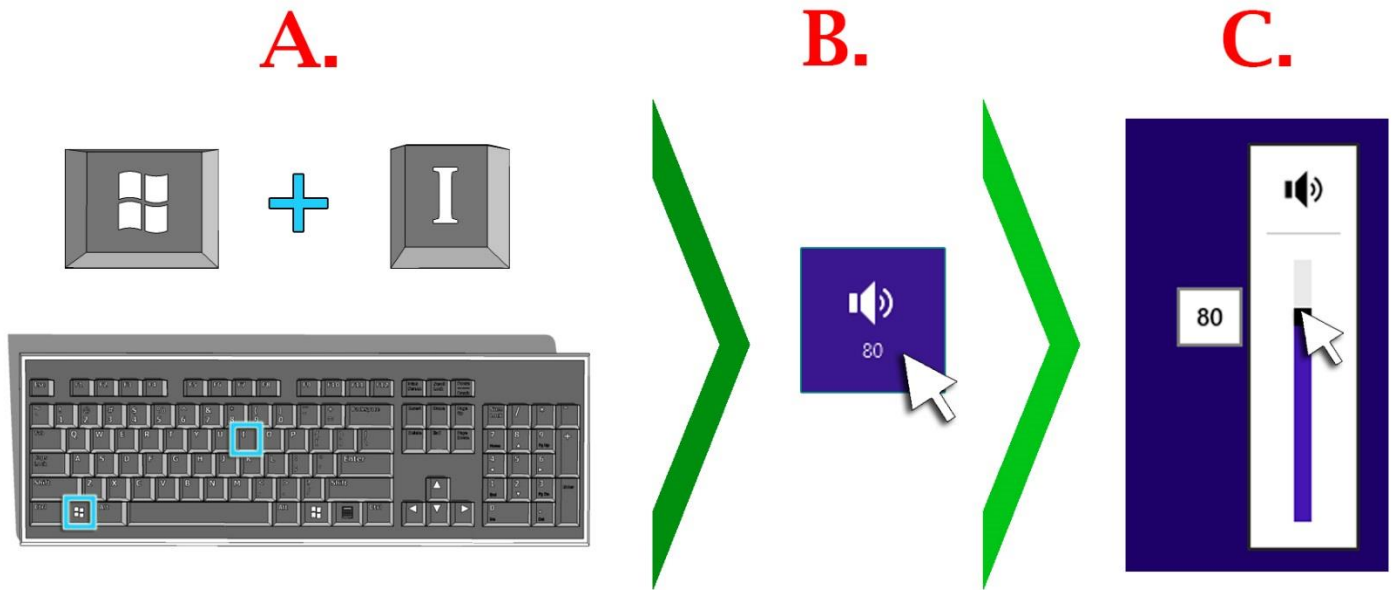
1. Press the associated button to operate the DVD/VHS PLAYER.
 - a. Stop, Play and Fast Forward controls (*DVD and VHS*)
 - b. Navigate arrows and Enter button (*DVD only*)
2. Press the **VOL –** and **VOL +** buttons for overall VOLUME CONTROL.
3. Press 'Return' to return to the activity screen.

VOLUME CONTROL

The lecture hall's Crestron Touch Panel can be used to adjust the audio's volume from both the [CLASSROOM PC](#) and [DVD/VHS PLAYER](#). The audio projects from the lecture hall's wall mounted speakers and/or PA system.

CLASSROOM PC – Volume Control

When playing audio from the [CLASSROOM PC](#):



1. First, the [CLASSROOM PC](#)'s **master volume** controls the PC's output volume that goes into the speaker.
 - a. Press the **Windows** and **I** keys to access the **setting's menu**.
 - b. Click on the **speaker icon**.
 - i. If there is an **"X"** over the **speaker icon**, the volume is **muted**.
 - c. Click and drag the **volume fader**. Drag the **fader up to raise** the volume; drag the **fader down to lower** the volume.
2. Next, adjust the volume on the **speaker**.

DVD/VHS PLAYER – Volume Control

The [DVD/VHS PLAYER](#) does not have its own volume control. The volume can be raised and lower directly from the **Crestron Touch Panel**.

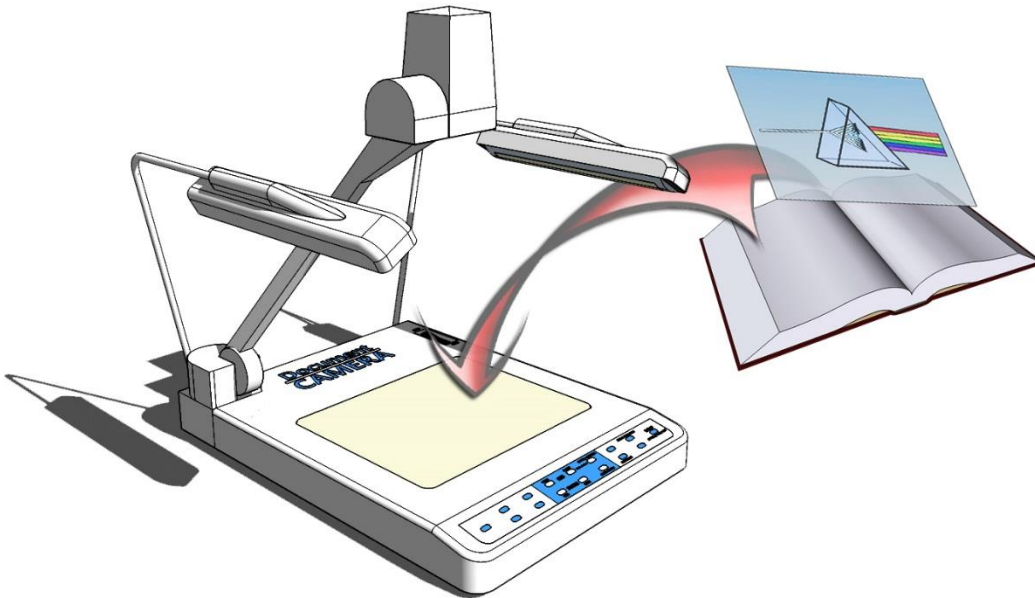
(Overall Volume Control) Crestron Touch Panel



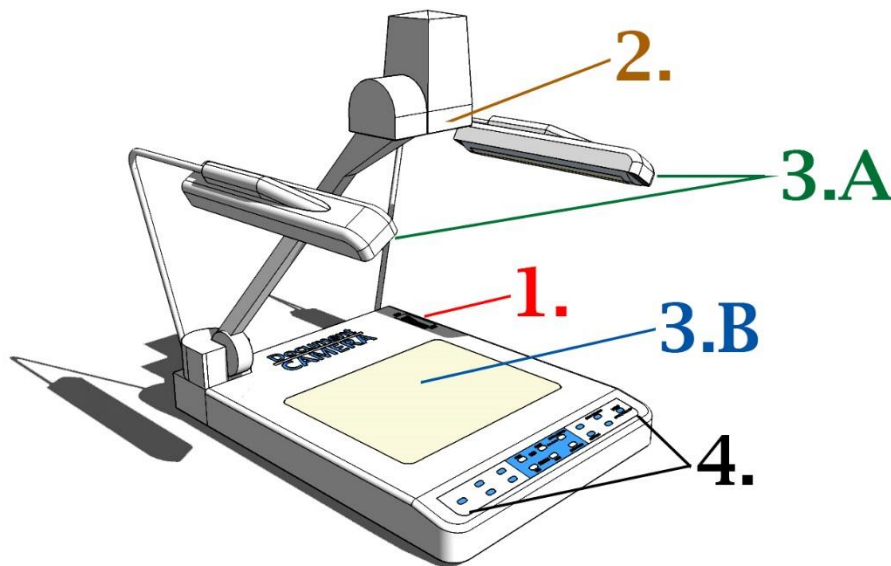
1. Make sure that the desired device is selected.
2. The overall volume is controlled by three buttons:
 - a. Press the **MUTE** button to **mute** the audio. If the MUTE is highlighted, the audio is muted.
 - b. Press the **VOL –** button to **decrease** the overall volume.
 - c. Press the **VOL+** button to **increase** the overall volume.
 - d. The intensity of the volume can visually be determined by the volume meter.

Operating the Document Camera

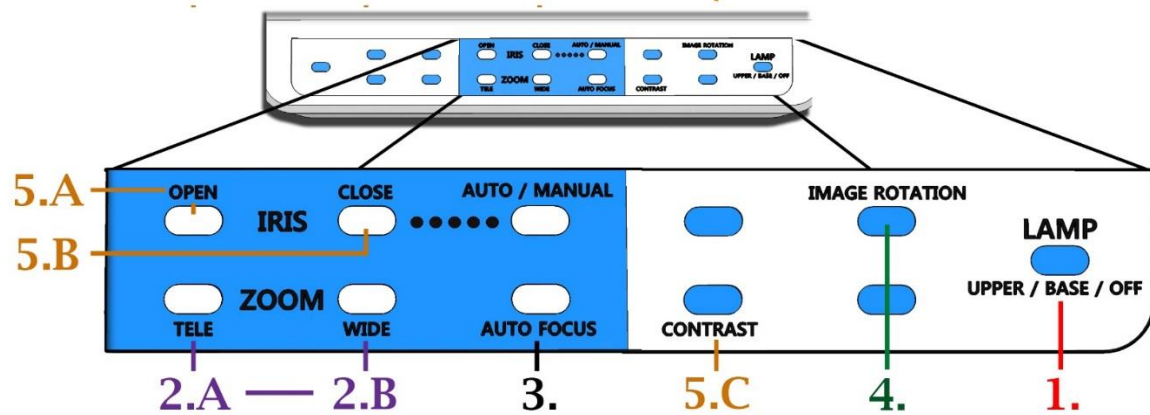
**** NOTE: Not all classrooms are outfitted a Document Camera. ****



A **Document Camera** is similar to an old-fashioned overhead projector in that it can be used to display acetate transparencies. However, unlike an old-fashioned overhead projector, a **Document Camera** can be used to display a video image of transparent and solid objects through the LCD PROJECTOR.



1. Press the **power** button to **turn on/off** the Document Camera.
2. Place **objects underneath** Document Camera's **camera** to broadcast the video image through the LCD PROJECTOR.
3. The needed light source will differ between objects.
 - a. To display **solid objects** (i.e.: a book), turn on the **upper lamps**.
 - b. To display **transparent objects** (i.e.: an acetate transparency), turn on the **base lamp**.
4. Use the buttons on the **control panel to operate** the Document Camera.

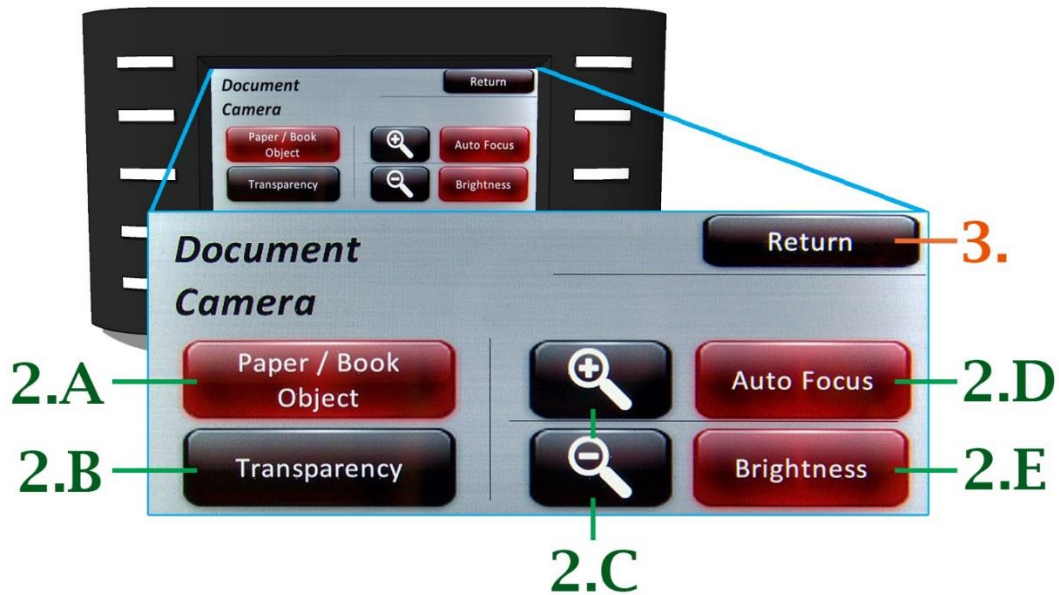


1. The needed light source will differ between objects.
 - a. To display **solid objects** (i.e.: a book), press the **lamp** button **once** (1x) turn on the **upper lamps**.
 - b. To display **transparent objects** (i.e.: an acetate transparency), press the **lamp** button **twice** (2x) turn on the **base lamp**.
 - c. To **turn off** the **lamps**, press the **lamp** button **three times** (3x).
2. To **zoom in/out** of the object:
 - a. Press **tele** to **zoom in**.
 - b. Press **wide** to **zoom out**.
3. To put the object in **focus**, press the **auto focus** button.
4. Press **image rotation** to **rotate the video image** of the object in 90 degrees increments.
5. To adjust how the camera manages the light...
 - a. Press **open** to open the **iris** to **brighten** the video image.
 - b. Press **close** to close the **iris** to **darken** the video image.
 - c. Press **contrast** to **adjust the difference between light and dark** within the video image.

To have the **Document Camera** display its video image through the **LCD PROJECTOR(s)**:



1. Press the **Document Camera** button on the **Crestron Touch Panel**. Once selected, the display will change and then the document camera can be operated with the basic/necessary controls (*if you choose to do so*).



2. The **document camera** can be operated with the basic/necessary controls (*if you choose to do so*).
 - a. Press the **Paper/Book Object** button to project a **solid** object.
 - b. Press the **Transparency** button to project a **transparent** object.
 - c. Press the **magnify glass +** button to zoom in on an object and press the magnify glass – button to zoom out of an object.
 - d. Press the 'Auto Focus' button to focus in on the object that is being projected.
 - e. Press the 'Brightness' button to adjust the image's brightness.
3. Press the 'Return' button to return to the 'Activity Screen'.

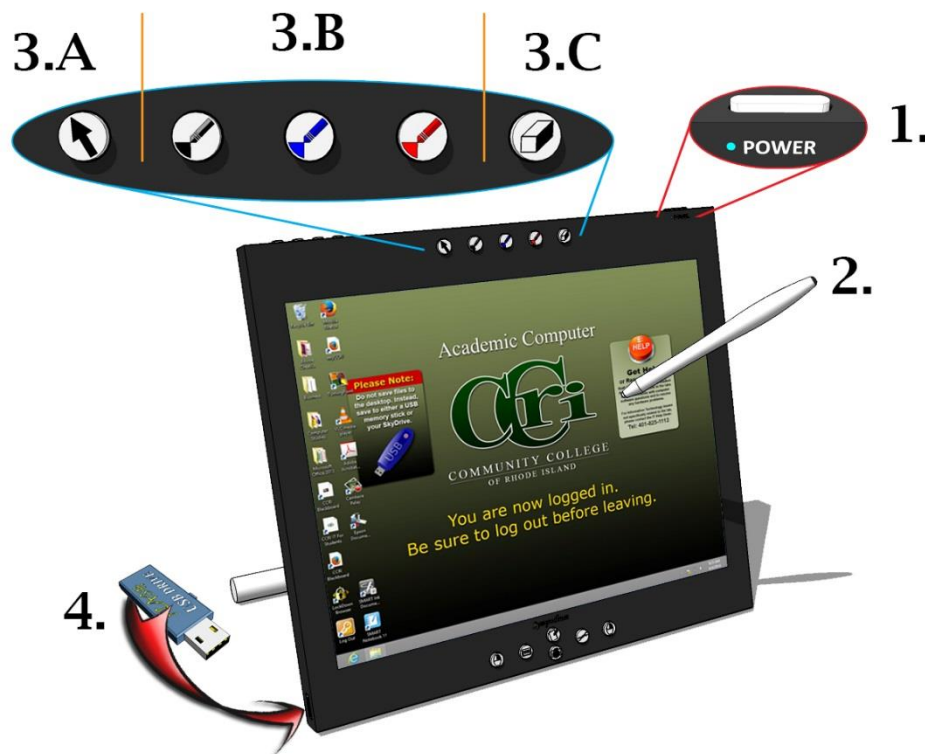
The **document camera** does not have to be operate with Crestron controls, it still can be operated with its own buttons and features as previously mentioned if preferred.

ABOUT THE SMART SYMPODIUM

Writing tablets, such as the **SMART Sympodium**, allow presenters to annotate any desktop application in digital ink to make a point, reinforce content and engage students. Along with **SMART Ink (add-on)**, PowerPoint slides can be annotated, web content can be highlighted and videos, images and data can be labeled and **SMART Notebook (software)**, lecture notes can be written, saved and distributed.

It is well suited for the **CLASSROOM** and **LECTURE HALL** where viewing whiteboard content may be difficult and is an asset in **lecture capture** and **distance learning** applications where the presenter (instructor) is not physically present before the viewer (student).

The **SMART Sympodium** takes the place of the **CLASSROOM PC's** monitor.



1. Press the **power** button, to **power on/off** the **Sympodium**.
2. Use the **stylus pen** to interact with the **CLASSROOM PC** or to annotate in digital ink.
3. The buttons at the top of the **Sympodium** control the **stylus pen's** functions:
 - a. Press the **arrow (select)** button to use the **stylus pen** as a mouse.
 - i. Tap the screen with the **stylus pen** to click.
 - ii. Hold the icon/selection and glide the **stylus pen** and the release to drag and drop.
 - b. Press the **black, blue** or **red pen** buttons to write and draw in digital ink in the associate color.
 - i. Glide the **stylus pen** over the screen to write and draw.
 - c. Press the **eraser** button to use the **stylus pen** to erase the digital annotations.
 - i. Glide the **stylus pen** over the annotations to erase.
4. On either side of the Sympodium is a **USB port** to insert a **USB flash drive**.